

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 21-92

Date Received: Aug 25, 2021

Title: Batch# 1 Templates

Initiator Name: Joshua Fletcher

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

Initiator Phone: 202-267-4267

ASAG Member Name: Monica Rheinhardt

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Policy and Guidance: (check all that apply)

- ☐ Policy
- ☐ Guidance
- ☒ Procurement Forms, Templates and Samples
- ☐ Real Property Templates and Samples
- ☐ Procurement Clauses
- ☐ Real Property Clauses
- ☐ Other FAST Tools and Resources

Summary of Change: Updated and refined language and format of templates; and re-organized location of templates on FAST website.

Reason for Change: Ensure compliance with AMS policy/guidance and provide user-friendly products on FAST for efficient and effective use by the AAQ community.

Development, Review, and Concurrence: AAP-110, AAP-100, AAQ, ACG

Target Audience: Acquisition workforce

Briefing Planned: No

ASAG Responsibilities: None

Section / Text Location: Templates

The redline version must be a comparison with the current published FAST version.

☐ I confirm I used the latest published version to create this change / redline

or

☒ This is new content

Links: New Content

Attachments:

Final - Brand Name Mandatory/Brand Name or Equal Template
Final - CFO Approval Requirements - SCRB Phase I
Final - CFO Approval Requirements - SCRB Phase II
Final - CFO Approval Requirements - Nonsupport Service Procurements
Final - CFO SCRB Phase I Presentation Template
Final - CFO SCRB Phase II Presentation Template
Final - CIO IT Procurement Review and Approval Form Template
Final - Procurement Planning for Other Than Simplified Acquisitions - Template B
Final - Procurement Planning for Simplified Acquisitions - Template A
Final - Rationale for not Complying with the Sustainable Acquisition Requirements
Final - SAVES Waiver Request Form
Final - Single Source Justification for Products, Services, and Construction Template
Final - Small Business Set-Aside Determination and Coordination
Final - Agreement Regarding Conflict of Interest
Final - Non-Disclosure Agreement
Final - Source Evaluation Plan - Trade Off
Final - Source Evaluation Plan -Lowest Price Technically Acceptable
Final - Unsuccessful Offer Notice
Final - Congressional Affairs Notification Template
Final - EEO Pre-Award Clearance Template
Final - Pre-Construction Conference Notice
Final - Award Letter - Construction
Final - FAA Acquisition Strategy for Proposed IAA with Volpe
Final - Intellectual Property - Section 106 Cooperative Agreements
Final - Intra-agency Agreement Form 7600a
Final - Intra-agency Agreement Form 7600b
Final - Interagency Agreement Template
Final - Letter Contract
Final - Other Transaction - MOA with State, Municipality or Private Entity Template
Final - Ratification Memorandum
Final - Other Transaction - Memorandum of Understanding (MOU)
Final - Section 106 Cooperative Agreement Template
Final - Authorization to Retain Classified Material Letter Template
Final - Contractor Authorization Letter for Use of FSS Contracts
Final - COR Delegation Letter
Final - Cure Notice
Final - DCIP Non-Disclosure Agreement
Final - Notice of Intent to Exercise Option

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Final - Property Administration Designation Letter
Final - Property Administrator Delegation Memo
Final - QRO Delegation Letter
Final - QRO Designation Letter
Final - Show Cause Letter
Final - Stop Work Order
Final - Tax Exempt Letter
Final - Contract Closeout and Checklist and Completion Statement

Other Files: N/A